

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0068302	10. Budget Program Number 23242		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Human Services Assistant			
3. Division Integrated Services-KC Region			12. Proposed Class Title			
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Adult Protective Services (APS)		14. Effective Date				
6. Location (address where employee works) City Overland Park County Johnson		15. By	Approved			
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. 100%	16. Audit Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. (a) Briefly describe why this position exists. (What is the purpose, goal, or mission of the position).

This position will provide program support services for social workers within the Adult Protective Services Program. Human Service staff is responsible for assigning abuse and neglect intakes to social workers; processing program payments timely to ensure service delivery to consumers; and clerical work. This position will also assist professional staff in the field acquiring community and agency services, verifying customer information through background checks; and completing timely paperwork. This position will include assisting social workers on home visits in the community and obtaining documentation for investigations.

18. (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Ashley Hamamy	Adult Protective Services Supervisor	K0224448
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Same		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- A) Independent judgment is used when determining methods to tasks and priorities for case assignments.
B) The Human Service Assistant will be provided training by supervisor; as well as training from Pathlore and guidance from

the Policy and Procedure Manual.

C) Assignments will be given to the HSA by Supervisor, APA, and Social Workers through verbal communication or email. The tasks will be specific and outlined so that it can be completed efficiently.

() Minimal property damage, minor injury, minor disruption of the work flow.

(☒) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

() Major program failure, major property loss, or serious injury of incapacitation.

() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	All tasks are documented and reviewed by the supervisor on a monthly basis. Additionally, tasks are documented via agency forms and monthly reports. Supervision reviews these items on a regular basis and supplies feedback via regular feedback sessions and evaluations. Success for those in this position is judged based on data submitted and information provided by the individual in this position, and also by internal and external partners' feedback in the form of written or oral communication.
1. 40%	E	Assign new intakes for KC Region social workers; Track case assignments numbers for equal distribution of investigations; Update Excel Spreadsheet daily with case assignments. It is important that all social workers are assigned intakes timely. Cases are assigned to social workers so that they can address the allegations/concerns with clients in the field. This action is completed through DCF KIPS System. This will be reviewed frequently by the APS Supervisor's. The Spreadsheet is updated daily and reviewed by Supervisor, APA and Program Director. Complete and maintain the APS social worker late day rotation for the Kansas City Region. All rotations will be maintained on a centralized calendar.
2. 5%	E	Process all financial payments timely for The KC Region APS unit and track the payments through Excel Spreadsheet. All financial payments are for services that are being provided to our clients by community contractors. This action is completed through the SMART system. Incumbent will be trained with the Financial Unit on these systems and the process of making payments. The spreadsheet will be reviewed by Supervisor on a weekly basis. This is reviewed to ensure that payments are completed timely.
3. 35%	E	Complete background checks on clients. This provides social workers with safety information prior to a face to face visit. Information found in the checks will be documented in DCF KIPS System. This is reviewed by supervisor during staffing with social workers. Provide Law Enforcement the 10120 and combined Intake Report to Law Enforcement for all Fiduciary / Exploitation cases. This is important so that Law Enforcement may be aware of active investigations with DCF. The system's used are KIPS; email; Adobe; attachments. Documentation of task will be updated in KIPS under the specific investigation. This is reviewed by Supervisor, APA Program Director.
4. 20%	E	Assist APS Social workers with home visits as needed to increase safety and provide further information; obtain police reports, mental health documents, bank documents, and any other documents that the social worker is in need of for their investigation. Incumbent will follow up with community resources and make referrals to ADRC/AAA. All documentation will be documented in KIPS under specific case. This task will be monitored by social workers and supervisor. This is important as this person will serve as support staff for

the social workers to help with high case loads and ensure that proper documents are obtained for the investigation.

*The description of how to work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Position involves daily contact by telephone, email or in person with both internal employees and external community

agencies. Explains programs, application process and agency/customer responsibilities to interested persons. Follow up with clients will be frequent to ensure that services are being provided to Kansas clients.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Employee may encounter hostile or upset individuals who may on occasion threaten or inflict physical harm while on home visits. Daily use of a computer. Stress levels can become high when caseloads increase and tasks begin to become more frequent.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Used daily:

Computer
Calculator
Telephone System
Copier
Fax Machine
E-mail/Internet
Spreadsheets
KIPS system

On occasion:

State car

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

High School Diploma or Equivalent.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Prefer some coursework in human services and social work along with clerical and secretarial skills.

Experience - length in years and kind

N/A

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Valid Driver's License

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date